E-Mail ALSPO F/05

Subject: SPO Exception Report

Ref: (a) [E-Mail ALSPO C/05, Change to Payroll Processing Schedule for CY 2005](#)
   (b) [Direct-Access Online Manual](#) (http://cgweb.psc.uscg.mil/ps)
   (c) [Direct-Access Online Tutorials](#) (http://cgweb.psc.uscg.mil/Ondemand.html)
   (d) [JUMPS Analysis Manual, PSCINST M5230.3(series)](#)

Introduction   This E-Mail ALSPO implements a new process for error feedback reporting.

Effective Date   Changes described in this E-Mail ALSPO are effective with the 28 July 2005 update cycle.

Overview   Transactions input by SPO's (through the Direct-Access (DA) system) are processed by PSC to update the Automated Pay Master File (JUMPS). PSC batches the transmitted input from SPOs, and approximately weekly, performs an update cycle. A schedule of update cycles is provided by ALSPO message. Reference (a) is the most recent schedule.

Each transaction input for an update cycle must pass through a series of edit checks to ensure that the transaction is valid. If the transaction fails an edit check, it will reject and be recorded in the JUMPS Exception Punch Process Report.

Research of this report is a responsibility of PSC (MAS). Exception Reporting Team (ERT) members will analyze each rejected transaction on the JUMPS Exception Punch Process Report to determine the cause of the error and necessary corrective action. The corrective action may consist of PSC (MAS):

- Recycling the transaction (processing the transaction in the next update cycle).
- Initiating action to resolve the invalid condition.
- Reporting the error back to the SPO for appropriate corrective action.

The report returned to the SPO is accessible in DA (Administer Workforce > Administer Workforce (GBL) > Report > SPO Exceptions), and is available after each update cycle.

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The SPO Error Feedback Process

This table describes the process that will be used for SPO error feedback reporting:

Stage	Description
1	The DA/JUMPS production cycle runs and exception data is loaded into DA. Exception data from the previous update cycle is marked as "inactive" and is no longer viewable by SPOs.
2	PSC begins working exceptions through the DA Exception Punch Process application. If an exception needs the attention or further action by the SPO, PSC has a field they will set to indicate there is a SPO responsibility. Once that field is set showing a SPO responsibility, the SPO will be able to view it through their DA application. • PSC (MAS) will notify SPOs, by e-mail, when error feedback information is available in DA. Negative reports (e. g. No SPO responsibility errors) will also be provided (Note: SPOs do not need to wait for e-mail notification to begin working errors. The information will be accessible by the SPO when PSC sets the responsibly field. E-mail notification will not be sent until all errors are worked by PSC.)
3	The SPO brings up the SPO Exception application and searches for exceptions in their area of responsibility that have been assigned to them by PSC. The page will show information about the exception and a **Notes** section, which details the action that needs to be taken by the SPO.
4	The SPO takes corrective action as described in the **Notes** section of the exception application and sets the responsibility field to "SPO Action Complete".

SPO Responsibility

The SPO is responsible for reviewing the SPO Exceptions Report and correcting invalid documents. SPOs will only be able to view current production cycle exceptions. Therefore, SPOs must take corrective action prior to the next update cycle.

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SPO Responsibility (cont'd)

Corrective action may consist of:

- Correcting the original transaction
- Deleting the transaction
- Submitting additional transactions to allow processing of the original transaction.

Any allotments or pay entitlement starts, stops, or changes appearing on the Exception Report that have not processed may lead to the member being overpaid or underpaid. Anytime the member's pay will reflect an overpayment/underpayment resulting from a transaction not processing, notify the member via his/her unit.

Procedure

This is the procedure for accessing and updating the SPO Exception Report in DA. This procedure is also available in the SPO section of reference (b) and a tutorial demonstrating this procedure is available in reference (c).

Step	Action
1	Select menu items in the following order: **Administer Workforce > Administer Workforce (GBL) > Report > SPO Exceptions**
2	The Search Criteria Page will display. **SPO Exceptions** **Find an Existing Value** EmplID: [ ] Administrative Target Unit: [ ] Operational Facility Code: [ ] Preparer's EmplID: [ ] Responsible Area: [▼] [Search] [Clear] Ba	PSC Action Complete Personnel Services Center SPO Action Complete Servicing Personnel Office You may view error reports by: - The member's employee ID number (EmplID) - The SPO's DD-OPFAC (District and/or OPFAC number) - The employee ID of the person who prepared the transaction - Responsible Area (Note: Only *Servicing Personnel Office* or *SPO Action Complete* should be selected by SPO users).

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**Procedure
(cont'd)**

Step	Action
3	Complete one or more of the search criteria fields and click the [Search] button
4	Select the error record to view from the search results.

EmplID	Process Date	SEQUENCE NUMBER	Administrative Target Unit	Operational Facility Code	Preparer's EmplID
1234567	06/15/2005	1	07	12345	7654321
9999999	06/15/2005	1	07	12345	7777777
9999999	06/15/2005	2	07	12345	7777777

Search Results Fields

Field	Description
EmpliD	The member's employee ID number (Note: When choosing a member from the search results, please be sure you are choosing the person you actually want to view or change data on. Verify the employee ID or SSN before making any changes)
Process Date	Date of the JUMPS update/compute cycle
Sequence Number	Number of records for this member in this process cycle.
Administrative Target Unit	The ATU/District of the SPO submitting the transaction
Operational Facility Code	The OPFAC of the unit where the SPO is located
Preparer's EmpliD	The employee ID number of the person who submitted the transaction.
Responsible Area	1. SPO for "Servicing Personnel Office," indicating an item that the SPO needs to take action on. 2. SAC for "SPO Action Complete," indicating that the SPO has reviewed the item and taken action.

Step	Action
5	View the error information and take action as described in the PSC Notes section to correct the error. After corrective action has been completed, set the **Responsible Area** field to "SPO Action Complete" and click the [Save] button. Note: If you have a question about an entry in the PSC Notes section, you may contact PSC (MAS/ERT) by e-mail to "PSC-ERT" (from the Global Address Book).

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**Procedure
(cont'd)**

Step	Action
5	**The SPO Exceptions Report Exception Information Page:** **SPO Exception Page Fields:**

JUMPS Exception Information Section

Field Description	Description
EmplID	The member's employee ID number
SSN	The member's social security number
ANAME	First five letters of the member's last name
Key Mod	Key Mode. For system use only/or for PSC use only.
Dist	District Code
OPFAC	Operational Facility Code
PAT	Personnel Actions Transmittal. Always PPS for DA originated transactions.
Prep Date	Date of the transmittal
Exc Rel	Exception Release Code. For PSC use only.
Comp FL	Compute Flag. For PSC use only.

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Procedure (cont'd)
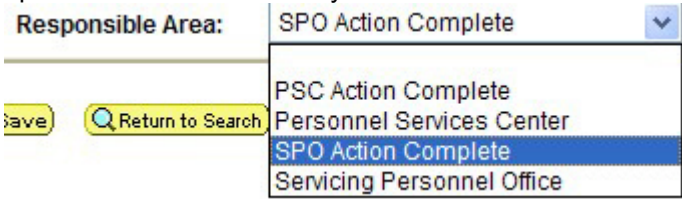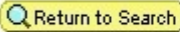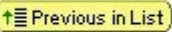
Step	Action
5	**SPO Exception Page Fields:**

JUMPS Exception Information Section	
Field Description	**Description**
Form Code	Code describing the JUMPS transaction form type: L25A Officer Personnel Change transaction L61A Entry into the Coast Guard (Hire/Rehire/Contract Data) transaction L62C Discharge to Immediately Reenlist (Contract Data) transaction L63C Leave Reporting (Vacation Request) transaction L64A Dependency (Dependent Data) transaction L65A Active Duty Initial Information (Hire/Rehire) transaction L66A Officer Uniform Allowance (Entitlements) transaction L67A Personnel Action (Entitlements) transaction L68C PCS Departing, PCS Reporting, RELAD, and Retirement transactions (Separations and Depart/Report Mbr tab of orders). L6AA NJP and Court Martial (Disciplinary Action) transactions L6BA Family Separation - Housing (FSH) and Family Separation Allowance (Entitlements) transaction L6DA Allotment Authorization transaction L6EA Tax Information transaction L6FA Statement of Intent transaction L6GA Payment Option Election transaction L6HA Military Payroll Money List (offline payments of advance pay to a member) L6KA Clothing and Small Stores Checkage Transaction
Effdt	Effective Date
Efftm	DA Unique Sequence Number
TY Entry	Type of entry: Blank = Original "C" = Correction "D' = Deletion
Action Code	JUMPS Action Code. Used with L67A Personnel Action (Entitlements) form types. The DA/JUMPS Conversion Guide lists Action Codes and their corresponding DA menu path (http://cgweb.psc.uscg.mil/docs/JUMPS_DA_ConversionGuide.xls). Reference (d) provides additional detail on each Action Code.
PeopleSoft Information	
Prepare's EmplID	Employee ID Number of the person submitting the transaction
Description	Description of the transaction type

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**Procedure
(cont'd)**

Step	Action
5	**PSC Information**
	<table><tr><td>**Field Description**</td><td>**Description**</td></tr><tr><td>PSC Notes</td><td>Action required by your SPO prior to the next update cycle. Explanatory remarks keyed in by the PSC (MAS), Error Reporting Team (ERT).</td></tr><tr><td>Responsible Area</td><td>A drop-down menu showing the status of the error record. 1. SPO for "Servicing Personnel Office," indicating an item that the SPO needs to take action on. 2. SAC for "SPO Action Complete," indicating that the SPO has reviewed the item and taken action. Note: There are other options on this menu. However, only "Servicing Personnel Office" or "SPO Action Complete" can be selected. The other options are for PSC use only. Responsible Area: SPO Action Complete Save Return to Search PSC Action Complete Personnel Services Center SPO Action Complete Servicing Personnel Office</td></tr><tr><td>Exception Cycles</td><td>Number of cycles this error has been reported</td></tr></table>
6	Utilize the Return to Search Next in List Previous in List buttons to return to the search page, view the next error report or view the previous error report. Note: If a transaction has more than one error associated with it, it will appear multiple times when using the *Next in List* or *Previous in List* buttons.

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Questions   Questions regarding the content of this E-Mail ALSPO may be directed to PSC Customer Care at:

☎   (866) 772-8724/(785) 339-2200
🖱   http://www.uscg.mil/hq/psc/customerservice.htm.
psccustomercare@hrsic.uscg.mil

If you have a question about a specific entry in the PSC Notes section of the SPO Exception Report, you may contact PSC (MAS/ERT) by e-mail at "PSC-ERT".

Released by   Internet release authorized.

/s/
M. P. SULLIVAN
Executive Director